

9 August 1956

MEMORANDUM FOR: Chairman, Suggestion Awards Committee

SUBJECT: Minutes of 2 August 1956 Committee Meeting

1. The CIA Suggestion Awards Committee met on Thursday, 2 August 1956, at 10:00 A.M. in Room 2601 Curie Hall with Mr. [REDACTED] presiding. The following persons were present:

DDS/OP

DDP/FE

DDS/Commo

DD/I/OCR

DD/I/Admin

DDS/Commo

MgtS/O&M Staff

DDS/OL

DDP/WE

DDS/OS

MgtS/SAS

MgtS/SAS

2. [REDACTED] extended greetings to all new members of the Committee. He discussed briefly the new concepts of the Suggestion Awards Program and requested all Committee members and alternates to take an active part in furthering the program.

3. The Committee approved awards in the amount shown for the following employee suggestions:

<u>Suggestion No.</u>	<u>Award</u>
675	\$50.00
1387	10.00
1408	35.00
*1602	50.00
1766	10.00
1824	25.00
2104	Letter of thanks
2190	10.00
2350	20.00
2390	50.00
2412	10.00
2438	90.00

"This suggestion is to be reconsidered in one year for supplementary award. Refer to NSA and Air Force via CSC on inter-departmental referral.

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4. The Committee approved the recommendation of evaluating offices for non-adoption of the following suggestions:

1511
2204

5. The Committee recommended action as shown below on the following suggestions:

25X1A a. Suggestion No. 728 - Deferred for reevaluation by Office of Logistics, Real Estate and Construction Division, at recommendation of [REDACTED]

25X1A b. Suggestion No. 1364 - Requested Executive Secretary to check CSC for guidance on whether suggestions pertaining to Credit Unions are considered appropriate for consideration through CIA or other Government Agency Suggestion Awards Committees. Committee also requested that a written statement of his position on this question be obtained from the President of the CIA Credit Union [REDACTED]. Committee also requested Executive Secretary to check several other Agencies to determine whether they consider Credit Union suggestions eligible for consideration under their Suggestion Programs. 25X1A

25X1A c. Suggestion No. 1581 - Deferred. SA Staff to refer to DD/P member [REDACTED] who is to compute estimate of savings resulting from suggestion's adoption in WE and report method used for his estimate in order to answer questions raised by Committee members.

d. Suggestion No. ID-2274 - Committee requested Executive Secretary to check with CSC to determine whether all agencies which adopt the Calendar Day Calculator are expected to pay awards for this ID suggestion. If so, attempt is to be made to discover amounts of awards to be paid by other agencies benefited. Committee felt that a \$10.00 award from CIA is about the right amount based on the intangible benefits to be derived from use of this calculator in Comptroller's Office, but this is to be determined at a later meeting.

25X1A e. Suggestion No. 2343 - Deferred. Refer to DD/P member [REDACTED] to recheck estimate of savings and return to SA Staff for reconsideration at a later Committee meeting.

6. Committee requested Executive Secretary to send a letter through Director of Logistics to Chief, Procurement Division, commending him for his interest in and support of Suggestion Awards Program as demonstrated by his recent program inviting employees of his division to submit their ideas for improvements pertaining to their jobs and the work of Procurement Division. [REDACTED] briefed the Committee on their Procurement Division campaign. Committee agreed that every effort should be made to recognize suggestions submitted by Procurement Division employees in a consistent manner. 25X1A

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7. The meeting was adjourned at 12:15 P.M.

25X1A

Executive Secretary
Suggestion Awards Committee

APPROVED:

25X1A

Chairman, Suggestion Awards Committee

Date

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